

T/I/M-14  
12 April 1965

UNITED STATES INTELLIGENCE BOARD  
COMMITTEE ON DOCUMENTATION

TASK TEAM I - CONTENT CONTROL

Minutes of the Fourteenth Meeting, 26 March 1965

Members or Their Representatives Present

NSA

CIA  
DIA  
STATE  
CSS

Others Present

[ ] CIA

1. [ ] opened the all-day meeting. Members of the Team reported manhours expended in preparation for meetings held during March. [ ] recapitulated current assignments of members as follows: Area/country representation - [ ] Subject content - [ ] and Whipp; Identifiers - [ ] Basic papers on these subjects will be prepared by the assignees for review and discussion by the Team as a whole.

2. The Team then took up an initial draft on identifiers prepared by [ ]. This class of content control responds to a need to flag the fact that specifics, i.e., names of people, organizations, installations, and various methods of address, vehicle numbers or other systems of nomenclature, etc., appear in the document being represented. Considerable discussion occurred during which recommendations for additions and changes were made. [ ] will incorporate these in a revised draft for consideration at the next meeting.

GROUP I  
Excluded from automatic  
downgrading &  
declassification.

C-O-N-F-I-D-E-N-T-I-A-L

25X1 3. [ ] Mr. Whipp prepared follow-on  
25X1 papers to [ ] paper on subject categorization discussed at  
the previous meeting. Mr. Most reviewed the results of his efforts  
to balance subject classes without reference to level of hierarchy.  
25X1 This resulted in identifying further compatibility between the  
categorization systems [ ] had studied i.e., ISC, STATE, IPI,  
and SCIPS.

4. The balance of the meeting was devoted to the review and  
comparison of the various approaches incorporated in the papers  
mentioned above. A suggestion to incorporate a class or modifier  
to indicate map or chart forms of conveying information as a part  
of content control was discussed. It was decided that this was more  
a problem of item control than content control. Therefore, the  
secretary was requested to take the matter up with Task Team II to  
insure that this aspect, i.e., form of item (information), was  
adequately covered in item description.

5. The desirability of incorporating a class, subclass or modifier  
for Communism in the subject control structure was discussed in detail.  
The tendency of a concept like Communism to permeate many different  
subject classes and geographic areas as well was noted. It was felt  
that by confining the subject class to Communist Party structure  
and providing a modifier to indicate communist orientation, alignment,  
etc., in association with other classes might be useful.

25X1 6. [ ] and Mr. Whipp were requested to incorporate the  
25X1 results of the overall discussion of subject content control in a  
new draft for consideration at the next meeting. Throughout the  
25X1 session, [ ] emphasized the need for minimizing the number of  
subject classes and modifiers to that number (and structure) necessary  
to meet the objectives of a content control scheme. Extensive use  
of scope notes to specify the contents of these classes was stressed  
by [ ] as a powerful tool in so doing.

7. The next meeting of the Team will be held at Department of  
State on 9 April 1965 at 0930 (all day).

25X1 [ ]  
Secretary

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